

# BOARD OF REAL ESTATE APPRAISERS

## Frequently Asked Questions

**What is the requirements/process to become a licensee?**

**All applications must be in the Board of Real estate Appraisers office 45 days prior to the scheduled board meeting.**

Montana has four types of licensure:

### ***TRAINEE:***

1. be 18 years of age or older
2. have found an **approved mentor**
3. have completed a minimum of 50% of approved qualifying education, including 15 hours of Uniform standards of Professional Appraisal Practice (USPAP)

### ***LICENSED APPRAISER***

1. be 18 years of age or older
2. must have completed 150 hours of pre-approved education, 15 hours of which must cover the USPAP and 15 hours of report writing
3. must have passed the real estate appraiser examination with a score of 75%.
4. must have completed 2,000 hours of appraisal experience over a period of not less than 18 months.

### ***CERTIFIED RESIDENTIAL APPRAISER***

1. be 18 years of age or older
2. must have completed 200 hours of pre-approved education. 15 hours of which must cover USPAP and 15 hours of report writing
3. Twenty one semester credit hours covering the subject matter of English composition, principles of economics (micro or Macro), finance, algebra, geometry or higher mathematics, statistics, introduction to computers (word processing/spreadsheets), and business or real estate law. In lieu of the required courses, an associate degree will qualify.
4. must have passed the real estate appraiser examination with a score of 77%
5. must have completed 2,500 hours of appraisal experience over a period of not less than 24 months.

### ***CERTIFIED GENERAL APPRAISER***

1. must have 18 years of age or older
2. must have completed 300 hours of board approved instruction, 15 of which must cover USPAP and 15 hours of report writing
3. 30 semester credit hours covering the subject matter courses of English composition, economics (micro & macro), finance, algebra, geometry or high mathematics, statics, introduction to computers -word

processing/spreadsheets, business or real estate law and two elective courses in either accounting, geography, agricultural economics, business management, or real estate. In lieu of the required courses a bachelors degree will qualify.

4. must pass the real estate appraiser examination by a score of 79%.
5. must have completed 3,000 hours of appraisal experience obtained over a period of not less than 30 months.

**How/where do I take the examination and when are the testing dates?**

The examination for all types of licenses is administered via computer by Applied Measurement Professionals, Inc. (AMP) in three testing sites. The sites are in Great Falls, Missoula and Billings. To register for the AMP exam go to their website at [www.goamp.com](http://www.goamp.com) or call 1-800-345-6559. Tests are administered Monday – Friday.

**What are the application fees?**

Trainee-\$175.00

Licensed Appraiser, Certified Residential Appraiser and Certified General Appraiser: \$425.00- \$400 application fee, \$25.00 federal registry fee.

\*To upgrade a license - \$175.00

--All application fees are non-refundable

**How often to I renew my license?**

There is an annual renewal date of March 31

**What are the requirements for continuing education?**

Upon every other renewal, licensees shall provide evidence to the board of having completed at least 28 hours of instruction in courses or seminars approved by the board, including the 7 hours National USPAP update course.

**How often are Board meetings and are they open to the public?**

Board meetings are quarterly- January, March, June, September and December. Meeting are usually scheduled for the first Monday of that month. The schedule of upcoming meetings can be found on our website at [www.realestateappraiser.mt.gov](http://www.realestateappraiser.mt.gov). Click on “General Board Information and then “Board Meetings and Agendas”. Screening panel meetings are not open for the general public. Open meetings and Adjudication panel meetings are open to the public.

**How do I contact the Appraisal Standards Board?**

Their website address is [www.AppraisalFoundation.org](http://www.AppraisalFoundation.org).

**How do I contact the Appraisal Subcommittee (ASC)?**

Their website address is [www.asc.gov](http://www.asc.gov).

**How do I find the National Registry?**

The registry is on the Appraisal Subcommittee (ASC) website at [www.asc.gov](http://www.asc.gov).

